KONFTEL

Conference phones for every situation

User Guide Konftel 300

ENGLISH

OmniSound®

Our patented audio technology, OmniSound®, is embedded into all Konftel phones to ensure crystal-clear voice transmission. We're now taking OmniSound® to the next level.

OmniSound® 2.0 provides the Konftel 300 with the capability to deliver an even more impressive audio quality. Just like OmniSound® full duplex, OmniSound® 2.0 uses an omni-directional microphone and three speakers for optimal audio performance. OmniSound® 2.0 is enhanced with innovative features – noise suppression minimises distracting background noise, wideband voice transmission gives 7 kHz during VoIP calls and an equaliser allows you to adjust sound levels during your meeting.

CE

Konftel AB hereby declares that this conference unit complies with all essential requirements and other relevant provisions of Directive 1999/5/EC.

WARNING: To reduce the risk of fire or shock hazard, do not expose this product to rain or moisture.

CAUTION

RISK OF ELECTRIC SHOCK
DO NOT OPEN

CAUTION: TO REDUCE THE RISK OF ELECTRICAL SHOCK, DO NOT REMOVE COVER OR BACK. NO USER-SERVICEABLE PARTS INSIDE. REFER SERVICING TO QUALIFIED PERSONNEL.

The lightning symbol is intended to alert you to the presence of uninsulated dangerous voltage within this product's enclosure that might be of sufficient magnitude to constitute a risk of electric shock. Do not open the product's case.

The exclamation symbol is intended to inform you that important operating and maintenance instructions are included in the literature accompanying this product.

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GENERAL

The Konftel 300 conference phone offers a host of innovative features:

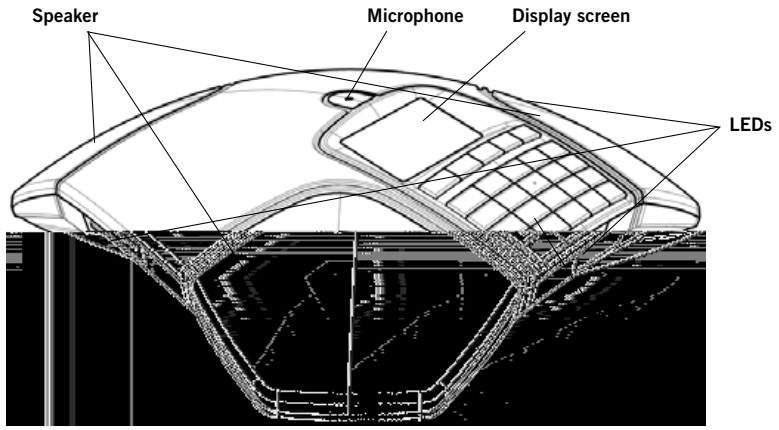
- OmniSound® 2.0 audio technology.
- USB connectivity allows the phone to be used to make VoIP calls.
- The line mode enables you to combine and switch easily between connectivity technologies – analogue, USB, mobile (GSM/DECT).
- Conference guide for easy set-up of multiparty calls.
- Record your meetings with an SD memory card so that you can listen to them later on.
- Expansion microphones can be added to increase the voice pickup range. (Optional.)
- A wireless headset or PA system can be connected. (Optional.)
- Can be upgraded with smart features, making it future-proof.
- 2 year guarantee.

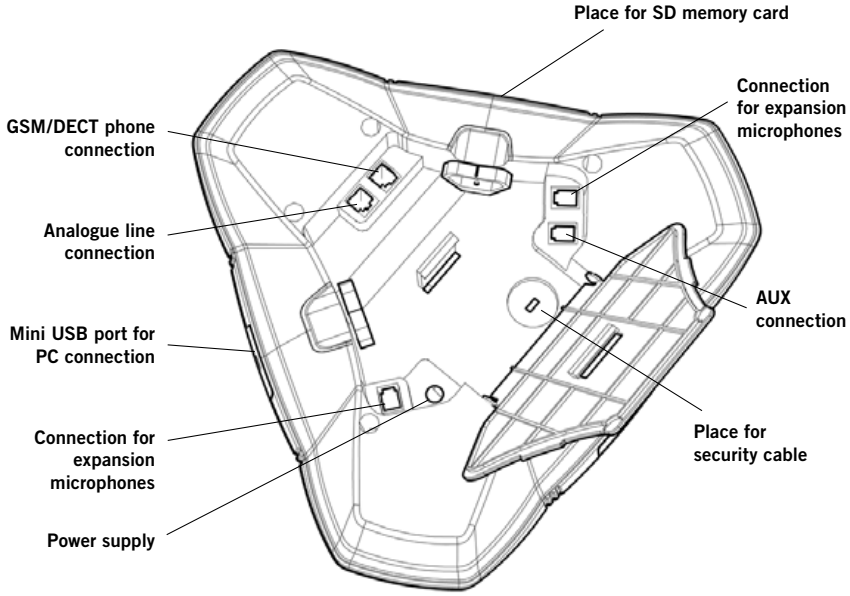
The Konftel 300 is a future-proof product that is constantly evolving with smart new features.

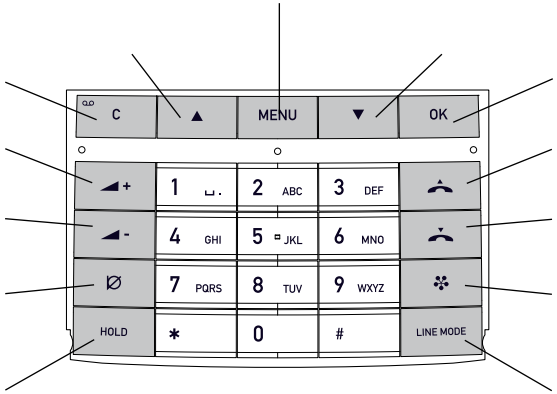
MAINTENANCE

Clean the equipment with a soft, dry cloth. Never use liquids.

DESCRIPTION



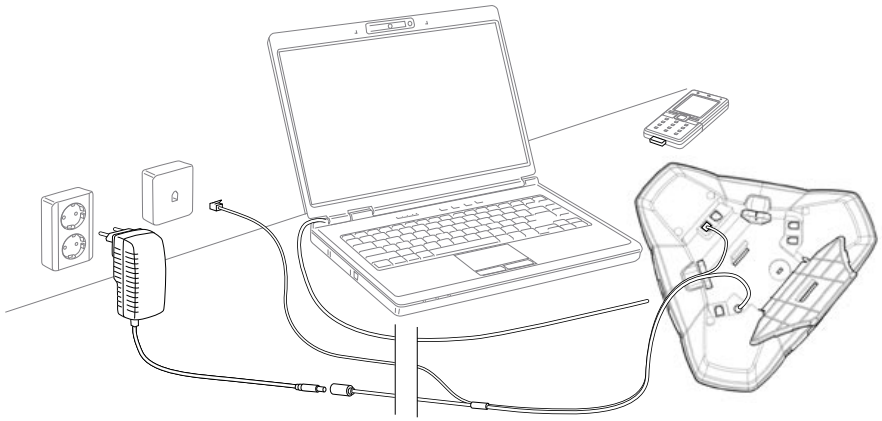




1 ␣ .	(space) . - 1
4 GHI	G H I 4
7 PQRS	P Q R S 7
*	

2 ABC	A B C Å Ä Á À 2
5 JKL	J K L 5
8 TUV	T U V Ü Ú 8
0	0

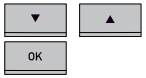
3 DE	D E F É È 3
6 MN	M N O Ö Ø Ñ 6
9 WXY	W X Y Z 9
#	



CONNECTIVITY OPTIONS

An analogue phone line is the pre-programmed option, but it is possible to switch between and combine two connectivity options.

⇨ Press the **LINE MODE** key.



⇨ Use the arrow buttons to select a connectivity option and press **OK** to confirm your choice.

Options

Connections:	The display screen shows:
• Analogue telephone line	ANALOGUE
• GSM/DECT telephone	MOBILE
• Computer (VoIP)	USB
• Analogue telephone line+computer	ANALOGUE+USB
• Mobile/DECT telephone+computer	MOBILE+USB

Please turn to page 9 for instructions on using the Konftel 300 with a computer and a GSM/DECT telephone.

Connection to a PC

You can hold group calls over the Internet using VoIP software (e.g. Skype®) with the Konftel 300. The Konftel 300 acts as a loudspeaker and microphone when making VoIP calls. In stand-by mode, it can also be used to play audio and music. When the Konftel 300 is in stand-by mode, the display screen shows that the microphone is turned off.

ANSWERING CALLS

A ring tone is heard and the blue LEDs start flashing.

⇨ Press to answer.
The LEDs show a steady blue light. The duration of the call is shown on the display screen.

ENDING CALLS

⇨ End the call by pressing.

MAKING CALLS

⇨ Dial the number.

⇨ Press.
The number is called and the LEDs show a steady blue light. The duration of the call is shown on the display screen.

Or:

⇨ Press.

⇨ Dial the number.
The number is called and the LEDs show a steady blue light. The duration of the call is shown on the display screen.

Redialling

⇨ Press an arrow button.
The last number that you dialled appears on the display screen.

⇨ Use the arrow buttons to look through previously dialled numbers.

⇨ Press.
The number you select is dialled.

Calling from the phonebook

Please turn to page 18 for instructions on adding and updating contacts in the phonebook.

5 JKL **2 sek** ⇨ Press and hold down a number button for two seconds.
The phonebook appears on the display screen. The pre-programmed names appear in alphabetical order, starting with the number button's first letter.

▼ ▲ ⇨ Use the arrow buttons to look through the phonebook.

R ⇨ Press .
The contact you select is dialled.

MAKING THREE-WAY CALLS ON AN ANALOGUE LINE

The simplest way to set up a multi-party call is to use the conference guide (see page 13). You can connect another party to an on-going call as follows. During a call, the button acts as R-pulse (flash), which means it transmits commands to the PBX.

Please note that you may need to adjust some settings in your Konftel 300 to make it compatible with your PBX. Please turn to page 16 in this User Guide for more details.

R ⇨ Press .
A second dialling tone is heard.

5 JKL ⇨ Dial the second participant's number and wait for an answer.

R 3 DE ⇨ Press the (**R**) button and then **3**.
All three participants are now linked together in one call.

If you don't get an answer when you dial the second number

R 1 ⇨ Go back to the first call by pressing (**R**) then **1**.

VOIP CALLS

For these instructions, it is assumed that the computer is turned on, the VoIP software (e.g. Skype®) is running and the Konftel 300 is connected to the computer via the USB cable.

Line mode

LINE MODE ⇨ Press **LINE MODE** and select USB as a phone line using the arrow buttons. Press **OK to confirm**.

Connecting two lines

MOBILE+USB connects calls via mobile telephones with VoIP calls over the Internet.

ANALOGUE+USB connects calls on analogue lines with VoIP calls over the Internet.

Making VoIP calls

R ⇨ Press .
The Konftel 300 has now been put into call mode and the LEDs show a steady blue light.

⇨ Indicate whether you want to connect a call with one user or several users in the computer's VoIP software.
The Konftel 300 functions as a speaker and microphone for the computer.

Answering a VoIP call

R ⇨ Press .
The Konftel 300 has now been put into call mode and the LEDs show a steady blue light.

⇨ Indicate whether you want to start the call by answering in the computer's VoIP software.
The Konftel 300 functions as a speaker and microphone for the computer.

Ending a VoIP call

⇨ End the call in the computer's VoIP software and put the Konftel 300 on stand-by by pressing .
The Konftel 300 now only functions as a speaker for the computer.

CALLS VIA DECT AND GSM PHONES

For these instructions, it is assumed that the Konftel 300 is connected to a DECT or GSM telephone via a cable (optional accessory). Hereafter, both types of telephone are referred to as mobile phones.

Select mobile as the telephone line

⇨ Press **LINE MODE** and use the arrow buttons to select MOBILE as a phone line. Press **OK to confirm**.

If you select MOBILE+USB as the line mode in the Konftel 300, you will be able to combine the call with a call connected via the computer (see page 9).

Making calls using a mobile phone

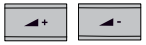
⇨ Press and dial the number on the mobile phone as you normally would.
The Konftel 300 now functions as a speaker and microphone for the mobile phone. The LEDs show a steady blue light.

Ending calls

⇨ Ending the call on the mobile phone.

⇨ Press to turn off the Konftel 300.
During a call

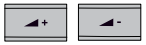
ADJUSTING THE SPEAKER VOLUME



⇨ Increase the speaker volume using the **VOL+** button and lower it using **VOL–**.

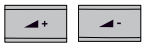
Adjusting the speaker volume when two lines are connected

If you have selected double lines, you can adjust the volume level for each line. This is useful if the lines have different volume levels.



⇨ Press the **VOL+** button or the **VOL–** button to display the current volume setting.

The current main volume appears on the display screen. Above it are two smaller volume indicators which can be used to adjust the two connection lines.



⇨ Increase or decrease the speaker volume for both lines in the normal way, using the **VOL+** and **VOL– buttons**.

⇨ Use the arrow buttons to mark either of the connected lines.

⇨ Select a line and adjust its speaker volume using the **VOL+** and **VOL–** buttons.

PLACING CALLS ON TEMPORARY HOLD

Mute function

⇨ Press the **mute** button to turn the microphone off.
The LEDs change from blue to red. The other party cannot hear what you are saying.

⇨ Press the **mute** button again to turn the microphone back on.

Hold

⇨ Press the **HOLD** button to put the call on hold.
The LEDs change from blue to flashing red. Both the microphone and the speaker are turned off and the call is on hold.

⇨ Press the **HOLD** button again to reconnect the call.

SWITCHING LINES DURING CALLS

Connecting a new line during a call

You can add another line or switch between connected lines during a call.

⇨ Press the **LINE MODE** button during the call.

An indicator appears on the display screen in front of the selected line(s).

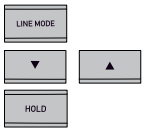
⇨ Use the arrow buttons to mark the line you want to connect and confirm your choice by pressing .

⇨ If you selected USB or MOBILE, this line will open. You then connect the call via the computer or mobile phone.

If you selected ANALOGUE, you will hear a dialling tone. You then dial the number on the Konftel 300 or use the Phonebook.

Please note that an analogue line and a mobile line cannot be used simultaneously. If you are using ANALOGUE or ANALOGUE+USB as a line connection and you wish to connect MOBILE during a call, the ANALOGUE line will be put on hold. This is indicated by a flashing LED on the display screen.

Putting a line on hold during a call



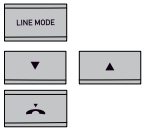
⇨ Press the **LINE MODE** button during the call.

⇨ Use the arrow buttons to mark the line you want to put on hold and press the **HOLD** button.

The indicator in front of the selected line starts to flash.

Repeat the above to reconnect the line.

Disconnecting a line during a call



⇨ Press the **LINE MODE** button during the call.

⇨ Use the arrow buttons to mark the line you want to disconnect and confirm your choice by pressing .

The indicator in front of the selected line goes out and the line is disconnected. The other calls can continue.

The conference guide allows you to create 20 conference groups with up to six people in each. You can now call the participants in a meeting by simply pressing a few buttons.

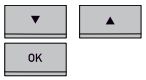
You may need to adjust some settings in your Konftel 300 to make it compatible with your PBX. Please turn to page 16 in this User Guide for more details.

Entering text with the keypad

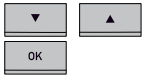
Please turn to page 4 for instructions on using the keypad to enter text.

CREATING CONFERENCE GROUPS

⇨ Press the **MENU** button.



⇨ Mark the CONF GUIDE option using the arrow buttons and press **OK** to confirm.



⇨ Mark the ADD GROUP option using the arrow buttons and press **OK** to confirm.

⇨ Enter a group name and press **OK** to confirm.

⇨ Press **OK** to enter the first person.

⇨ Write the name of the first person and press **OK** to confirm.

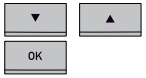
⇨ Write the number and press **OK** to confirm..

⇨ Press **OK** to add another person and repeat the above steps.

⇨ Conclude by pressing **C**.

MAKING CONFERENCE GROUP CALLS

⇨ Press the **Conference Guide** button.



⇨ Select the group you want to call using the arrow buttons. Press **OK** to confirm.
The Konftel 300 dials the first person and asks you to confirm when the person answers.

⇨ Press **OK** when the first person has answered.

⇨ Continue in the same way for each person in the group.

If you don't get an answer

⇨ Press **C** if one of the persons you are trying to call does not answer. The conference guide will ask you if you want to redial that person.

⇨ Either press **OK** or **C**.
If you decide not to redial (**C**) you will be asked if you want to end the conference guide or continue to the next person.

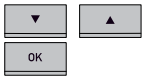
⇨ Press **OK** to continue and **C** to end the guide.

When the guide has ended, you will be connected with up to six people and ready to start your conference.

Please note that you can also call a conference group via SEARCH GROUP in the CONF GUIDE menu.

MAKING MULTI-PARTY CALLS

⇨ Press the **Conference Guide** button.



⇨ Select QUICK GUIDE with the arrow buttons. Press **OK** to confirm.
The Quick Guide asks you to dial the first number.

⇨ Dial the first person's telephone number. Press **OK** to confirm.

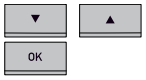
⇨ Press **OK** when the first person has answered.

⇨ Press **OK** to call another person and repeat the above steps. Press **C** when you have called all the persons you want for your meeting.

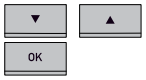
If one of the persons does not answer, follow the steps for calling a saved conference group (see above).

DISPLAYING CONFERENCE GROUP PARTICIPANTS

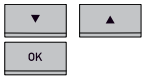
⇨ Press the **MENU** button.



⇨ Mark the CONF GUIDE option using the arrow buttons and press **OK** to confirm.



⇨ Mark the SHOW GROUP option using the arrow buttons and press **OK** to confirm.



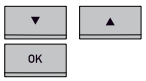
⇨ Mark the group you want to call using the arrow buttons and press **OK** to confirm.

The names of the conference group participants are displayed.

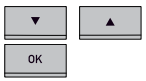
⇨ Press **C** or **OK** to return to the CONF GUIDE menu or **MENU** to exit the menu.

EDITING CONFERENCE GROUPS

⇨ Press the **MENU** button.

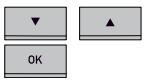


⇨ Mark the CONF GUIDE option using the arrow buttons and press **OK** to confirm.

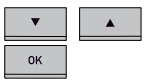


⇨ Mark the EDIT GROUP option using the arrow buttons and press **OK** to confirm.

Here, you can change the name of a conference group, add or delete a person from a group and change a person's name and phone number.



⇨ Mark your choice of option in the menu using the arrow buttons and press **OK** to confirm.
The names of the current conference groups are displayed.



⇨ Mark the group you want to change. Press **OK** to confirm.

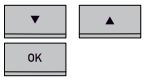
⇨ Mark a person you want to change. Press **OK** to confirm.

⇨ Make the change and press **OK** to confirm..
Delete a number or a letter in a name by pressing **C**. If you want to cancel the change you are making and leave the name or number as they were, press **C** repeatedly until the CONF GUIDE menu appears.

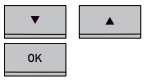
When you have confirmed or cancelled the change, the CONF GUIDE menu reappears and you can make further changes if you wish. Otherwise, press the **MENU** button to exit the menu.

DELETING CONFERENCE GROUPS

⇨ Press the **MENU** button.



⇨ Mark the CONF GUIDE option using the arrow buttons and press **OK** to confirm.



⇨ Mark the DELETE GROUP option using the arrow buttons and press **OK** to confirm.

⇨ Mark the group you want to delete using the arrow buttons and press **OK** to confirm.

⇨ Confirm that you really want to delete the group by pressing **OK** again, or cancel the deletion of a group by pressing **C**.

The CONF GUIDE menu reappears and you can make further changes if you wish. Otherwise, press the **MENU** button to exit the menu.

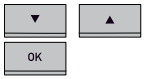
Delete all conference groups

This is a quick way to delete all conference groups in the phone. Follow the same procedure as above, but select the DELETE ALL menu option instead of DELETE GROUP.

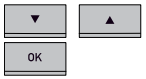
CONFERENCE GUIDE SETTINGS

When a multi-party call is going to be connected, a special signal (flash or R-pulse) is produced which transmits the command (request, return and conference) to the PBX. It may be necessary to change the type of signal if calls are connected via a PBX. Different PBXs may require different signals. These requirements should be specified in the technical data for the PBX. Settings for the most common PBXs are listed on Konftel's website.

⇨ Press the **MENU** button.



⇨ Mark the CONF GUIDE option using the arrow buttons and press **OK** to confirm.



⇨ Mark the SETTINGS option using the arrow buttons and press **OK** to confirm.

⇨ Enter the command for a request for a new dialling tone and press **OK** to confirm. ("R" is the basic setting)

⇨ Enter the command to return to your original call and press **OK** to confirm. ("R1" is the basic setting)

⇨ Enter the command to connect everyone to a multi-party call and press **OK** to confirm. ("R3" is the basic setting)

The CONF GUIDE menu reappears and you can make further changes if you wish. Otherwise, press the **MENU** button to exit the menu.

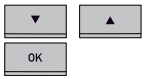
If you experience problems making multi-party calls

It may be necessary to change the duration of the R-pulse so that it works with your PBX. Read "Adjusting R-pulse (Flash time)" on page 28.

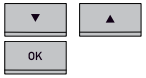
Your PBX may not be programmed to admit multi-party calls or the procedure may be different. Please contact your telephone administrator or service provider.

DISPLAYING CONFERENCE GUIDE STATUS

⇨ Press the **MENU** button.



⇨ Mark the CONF GUIDE option using the arrow buttons and press **OK** to confirm.



⇨ Mark the STATUS option using the arrow buttons and press **OK** to confirm.

The display screen indicates the number of conference groups already stored plus how many more groups can be added.

⇨ Press **C** or **OK** to return to the CONF GUIDE menu or **MENU** to exit the menu.

MENU

OK

OK

5 JKL

OK

MENU

C

MENU

OK

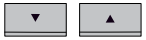
OK

C

MENU

OK

OK

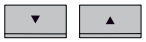


5 JKL
OK

C

MENU

OK



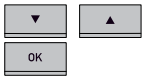
OK

OK
C

DISPLAYING PHONEBOOK STATUS

⇨ Press the **MENU** button.
The phonebook is the first option on the menu.

⇨ Press **OK** to open the phonebook.



⇨ Mark the STATUS option using the arrow buttons and press **OK** to confirm.

The display screen indicates the number of contacts already stored plus how many more contacts can be added.

⇨ Press **C** or **OK** to return to the PHONEBOOK menu or **MENU** to exit the menu.

It is possible to record a phone conference on an SD (Secure Digital) memory card so you can listen to it later on.

A flashing symbol appears on the display screen during recording. A beep is heard every 20 seconds so that other parties in the call know it is being recorded. The beep can be turned off (see page 24).

The recorded call is saved on the memory card. The document is named after the time at which the recording began (e.g. 14-35-01.wav) and is saved in a folder with the current date. This name can be changed after the recording has ended (see page 24).

START RECORDING

Remember to notify all parties in the call before you start recording.

⇨ During a call, press **C/recording** and press **OK** to confirm.
The recording symbol flashes on the display screen.

END RECORDING

⇨ Press **C/recording** and press **OK** to confirm.
The recording symbol is no longer displayed on the screen.

MUTE FUNCTION

⇨ Press the **mute** button to turn the microphone off.
The LEDs change from blue to red.
The other party cannot hear what you are saying and only the called party is recorded.

HOLD

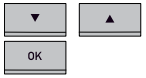
⇨ Press the **HOLD** button during the call to put the call on hold.
The LEDs change from blue to flashing red.
Both the microphone and the speaker are turned off and the call is on hold. None of the parties will now be recorded.

LISTENING TO A RECORDING

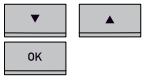
You can listen to a recorded phone conference on your Konftel 300 or a computer using an SD memory card reader. Recordings are saved in .wav format and can be played back on your choice of media player.

Listening to recordings on the Konftel 300:

⇨ Press the **MENU** button.

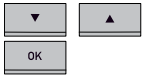


⇨ Mark the RECORDING option using the arrow buttons and press **OK** to confirm.



⇨ Mark PLAYBACK FILE using the arrow buttons and press **OK** to confirm.

⇨ Mark the folder containing the recording you wish to hear using the arrow buttons and press **OK** to confirm.



⇨ Mark the recording you wish to hear using the arrow buttons and press **OK** to confirm.

Adjusting the speaker volume

⇨ Increase the volume using the **VOL+** button and lower it using **VOL–**.

Stop playback

⇨ Stop the playback by pressing **C**.

Pause playback

⇨ Pause the playback by pressing **OK**.

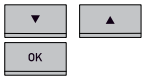
⇨ Restart playback by pressing **OK** again.

⇨ Move forward in the recording by pressing arrow up, or backward by pressing arrow down.
The recording advances about 10 seconds every time you press the button.

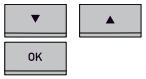
MANAGING RECORDINGS

Deleting a recording

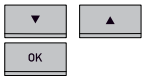
⇨ Press the **MENU** button.



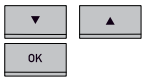
⇨ Mark the RECORDING option using the arrow buttons and press **OK** to confirm.



⇨ Mark DELETE FILE using the arrow buttons and press **OK** to confirm.



⇨ Mark the folder containing the recording you wish to delete using the arrow buttons and press **OK** to confirm.



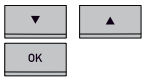
⇨ Mark the recording you want to delete using the arrow buttons and press **OK** to confirm.

⇨ Confirm that you really want to delete the recording by pressing **OK** again, or cancel the deletion of a recording by pressing **C**.

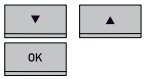
⇨ The RECORDING menu reappears and you can make further changes if you wish. Otherwise, press the **MENU** button to exit the menu.

Deleting all recordings

⇨ Press the **MENU** button.



⇨ Mark the RECORDING option using the arrow buttons and press **OK** to confirm.

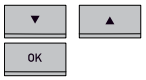


⇨ Mark DELETE ALL using the arrow buttons and press **OK** to confirm.

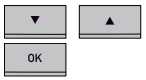
⇨ Confirm that you really want to delete all recordings by pressing **OK** again, or cancel the deletion of a recording by pressing **C**.

Editing the file name of a recording

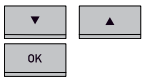
⇨ Press the **MENU** button.



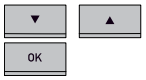
⇨ Mark the RECORDING option using the arrow buttons and press **OK** to confirm.



⇨ Mark EDIT FILE using the arrow buttons and press **OK** to confirm.



⇨ Mark the folder containing the recording you wish to edit using the arrow buttons and press **OK** to confirm.



⇨ Mark the recording you want to edit using the arrow buttons and press **OK** to confirm.

⇨ Make the change and press **OK** to confirm.

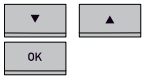
Delete a number or a letter in a name by pressing **C**. If you want to cancel the change you are making and leave the name or number as they were, press **C** several times until the RECORDING menu appears.

When you have confirmed the change, the RECORDING menu reappears and you can make further changes if you wish. Otherwise, press the **MENU** button to exit the menu.

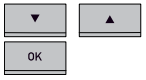
ADJUSTING THE RECORDING INDICATOR

A short beep is heard every 20 seconds so that all the parties in the call know it is being recorded. This feature can be turned off.

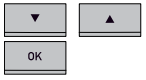
⇨ Press the **MENU** button.



⇨ Mark the RECORDING option using the arrow buttons and press **OK** to confirm.



⇨ Mark SETTINGS using the arrow buttons and press **OK** to confirm.

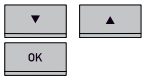


⇨ Make your choice using the arrow buttons and press **OK** to confirm.

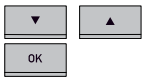
⇨ When you have confirmed the change, the RECORDING menu reappears and you can make further changes if you wish. Otherwise, press the **MENU** button to exit the menu.

DISPLAYING RECORDING STATUS

⇨ Press the **MENU** button.



⇨ Mark the RECORDING option using the arrow buttons and press **OK** to confirm.

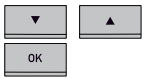


⇨ Mark STATUS using the arrow buttons and press **OK** to confirm.

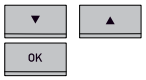
The display screen indicates the number of recordings, the total length of recorded calls and how many hours of recording time are left before the memory card is full.

SELECTING LANGUAGES

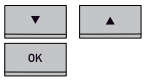
⇨ Press the **MENU** button.



⇨ Mark the SETTINGS option using the arrow buttons and press **OK** to confirm.



⇨ Mark the LANGUAGE option using the arrow buttons and press **OK** to confirm.



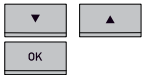
⇨ Mark the language you want using the arrow buttons and press **OK** to confirm.

The SETTINGS menu reappears and you can make further changes if you wish. Otherwise, press the **MENU** button to exit the menu.

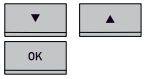
DEACTIVATING KEYPAD TONES

You can select whether or not you want a tone to be heard when you press a button. Note that this setting does not affect the tone you hear when you dial a number in call mode .

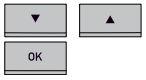
⇨ Press the **MENU** button.



⇨ Mark the SETTINGS option using the arrow buttons and press **OK** to confirm.



⇨ Mark the KEY TONE option using the arrow buttons and press **OK** to confirm.

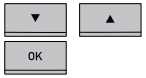


⇨ Make your choice using the arrow buttons and press **OK** to confirm.

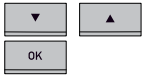
The SETTINGS menu reappears and you can make further changes if you wish. Otherwise, press the **MENU** button to exit the menu.

ADJUSTING DATE AND TIME

⇨ Press the **MENU** button.



⇨ Mark the SETTINGS option using the arrow buttons and press **OK** to confirm.



⇨ Mark the TIME DATE option using the arrow buttons and press **OK** to confirm.

The options DATE, TIME and FORMAT appear on the display screen.

Changing the date

⇨ Press **OK** to change the date.

⇨ Change the flashing figures for the year using the arrow buttons or by entering the figures on the keypad. Press **OK** to confirm and to continue to the month, and then proceed in the same way for the day.

Changing the time

⇨ Mark the TIME option using the arrow buttons and press **OK** to confirm.

⇨ Change the flashing figures for the hour using the arrow buttons or by entering the figures on the keypad. Press **OK** to confirm and to continue to minutes.

Changing the time format

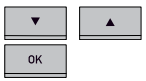
⇨ Mark the TIME FORMAT option using the arrow buttons and press **OK** to confirm.

⇨ Select either a 12-hour or a 24-hour format using the arrow buttons and press **OK** to confirm your choice.

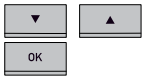
The SETTINGS menu reappears and you can make further changes if you wish. Otherwise, press the **MENU** button to exit the menu.

ADJUSTING RING LEVEL VOLUME

⇨ Press the **MENU** button.



⇨ Mark the SETTINGS option using the arrow buttons and press **OK** to confirm.



⇨ Mark the RING LEVEL option using the arrow buttons and press **OK** to confirm.

⇨ Mark your choice of ring level volume using the arrow buttons.

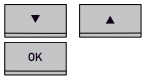
There are six volume levels plus a silent mode. You will hear the ring tone for each level you select. If you select silent mode, an LED on the phone flashes when an incoming call is received.

⇨ Confirm your choice of volume level by pressing **OK**.

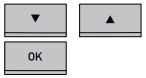
ADJUSTING R-PULSE (FLASH DURATION)

Different countries and PBXs may require different durations for activating the R-pulse. Duration requirements should be specified in the technical data for the PBXs.

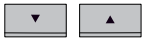
⇨ Press the **MENU** button.



⇨ Mark the SETTINGS option using the arrow buttons and press **OK** to confirm.



⇨ Mark the R-PULSE option using the arrow buttons and press **OK** to confirm.



⇨ Select the R-pulse duration for your PBX using the arrow buttons.

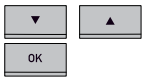
Applicable settings:
100 ms – Scandinavia, Europe, Siemens HiPath
300 ms – Germany, France, Israel
500 ms – USA

⇨ Confirm your choice of R-pulse duration by pressing **OK**.

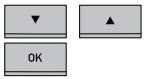
ADJUSTING MICROPHONE VOLUME WITH MOBILE PHONE CONNECTED

The Konftel 300 microphone has seven volume settings, so if the volume of calls via DECT/GSM phones is too soft or too loud, you can easily adjust it to the right level.

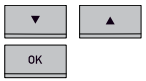
⇨ Press the **MENU** button.



⇨ Mark the SETTINGS option using the arrow buttons and press **OK** to confirm.



⇨ Mark the MOBILE LEVEL option using the arrow buttons and press **OK** to confirm.



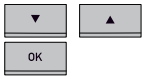
⇨ Mark the signal level you want using the arrow buttons and press **OK** to confirm.

The SETTINGS menu reappears and you can make further changes if you wish. Otherwise, press the **MENU** button to exit the menu.

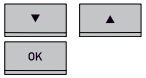
ADJUSTING SOUND (EQUALISER)

The sound reproduction can be adjusted to the required pitch (SOFT, NEUTRAL and BRIGHT).

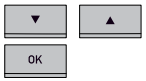
⇨ Press the **MENU** button.



⇨ Mark the SETTINGS option using the arrow buttons and press **OK** to confirm.



⇨ Mark the EQUALIZER option using the arrow buttons and press **OK** to confirm.



⇨ Select one of the three sound settings using the arrow buttons and press **OK** to confirm.

The SETTINGS menu reappears and you can make further changes if you wish. Otherwise, press the **MENU** button to exit the menu.

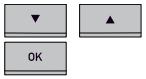
SETTINGS FOR CONNECTING EXTERNAL EQUIPMENT (AUX)

The Konftel 300 can be connected to a wireless headset and/or an external PA system. You can purchase this software upgrade as an optional extra from your retailer (please see www.konftel.com/300).

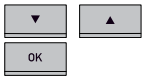
CHANGING TEXT ON THE DISPLAY SCREEN

The text on the display screen can be changed when the Konftel 300 is in stand-by mode.

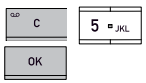
⇨ Press the **MENU button**.



⇨ Mark the SETTINGS option using the arrow buttons and confirm by pressing **OK**.



⇨ Mark the SCREEN TEXT option using the arrow buttons and confirm by pressing **OK**.



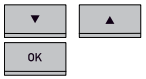
⇨ Delete existing text using **C** and enter your new text. Press **OK** to confirm.

The SETTINGS menu reappears and you can make further changes if you wish. Otherwise, press the **MENU** button to exit the menu.

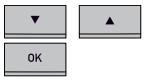
RESETTING

There is a menu option under SETTINGS that resets all settings to default. Please note that this also deletes all contacts in the phonebook and all groups saved in the conference guide.

⇨ Press the **MENU** button.



⇨ Mark the SETTINGS option using the arrow buttons and press **OK** to confirm.



⇨ Mark the DEFAULT option using the arrow buttons and press **OK** to confirm.

⇨ Confirm that you really want to reset the settings to default by pressing **OK** again, or cancel the resetting procedure by pressing **C**.

The SETTINGS menu reappears and you can make further changes if you wish. Otherwise, press the **MENU** button to exit the menu.

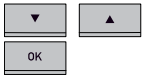
RECORDING

The Konftel 300 supports SD memory cards for call recording and playback. This requires a software upgrade for the Konftel 300 (please see www.konftel.com/upgrades).

CHECKING STATUS

If you need to check the software version or serial number.

⇨ Press the **MENU** button.



⇨ Mark the STATUS option using the arrow buttons and press **OK** to confirm.

⇨ Press **C** or **OK** to return to the menu or **MENU** to exit it.

The Konftel 300 is continually being developed with smart features. You will first need to install Konftel PC Suite on your computer before you can upgrade your Konftel 300. Find out more at www.konftel.com/upgrades.

INSTALLING KONFTEL PC SUITE

⇨ Go to the website www.konftel.com/upgrades.

⇨ Click to download Konftel PC Suite.

⇨ Install the software on your computer.
Follow the instructions given by the installation program.
We recommend that you open the installation instructions document (PDF).

UPDATING SOFTWARE

⇨ Connecting the Konftel 300 to the computer using the USB cable.

⇨ Start the Konftel PC Suite software on your computer from the Start menu.
Follow the instructions that the software guide gives you.
We recommend that you open and read the installation instructions document (PDF).

UPGRADING WITH NEW FEATURES

⇨ Please visit www.konftel.com/upgrades to check which new features are available.

Some features can be updated free of charge. Other features can be purchased as optional extras via your retailer.

OPTIONAL ACCESSORIES

Item no.	Designation
900102080	Expansion microphones extend the voice pickup range to 70 m^2.
900102081	SD call recorder. Please visit www.konftel.com/300 for software upgrades.
900102082	Wireless headset connection. Please visit www.konftel.com/300 for software upgrades.
900102083	Travel case
900102084	Wall mounting bracket
900102087	PA system connection. Please visit www.konftel.com/300 for software upgrades.
900103392	Interface box for external PA system connection.
900103389	Connection cable for Sony Ericsson, 12-terminal.
900103390	Connection cable for Nokia, 3.5 mm plug.
900103391	Connection cable for Nokia, 2.5 mm plug.

Please visit Konftel's website for a list of compatible models.

TROUBLESHOOTING

If your Konftel 300 is not working properly:

- If there is no dialling tone, check that an analogue line has been selected.
- Check that the microphone is turned on during the call. The blue microphone LEDs must be lit.
- Bypass any extension cables and check that the Konftel 300 is working properly.
- If the Konftel 300 needs to wait for a second dialling tone, you should enter a pause using the pause/mute button when entering a telephone number as an instruction or in the phonebook.

You can find more FAQ on the Konftel website, www.konftel.com/300.

Size:	Diameter 240 mm, height 77 mm
Weight:	1 kg
Colour:	Charcoal black
Display screen:	Illuminated graphics (LCD), 128x64
Keypad:	Alphanumerical 0–9, *, on/R, off, mute, hold, volume up, volume down, 5 buttons for menu navigation, line mode, conference guide
Microphone:	Omni-directional frequency band 200-3300 Hz, analogue line 200–7000 Hz, USB 150–15000 Hz Playback
Reception area:	Up to 30 metres^2, >10 people
Speakers:	Frequency band 200–3300 Hz, analogue line 200–7000 Hz, USB 150–15000 Hz Playback
Volume:	90 dB SPL 0.5 m
Equalizer	Three pitches: soft, neutral, bright
Memory:	Support for SD memory cards up to 2 GB
Anti-theft protection:	Kensington security slot
Upgrades:	The Konftel PC Suite upgrades Konftel 300 software via the USB connection

Connectivity

Analogue telephone connectivity:	Modular 6/6 modular (RJ11) to a public analogue telecommunication network or an analogue PBX
PC connectivity:	USB 2.0 Mini B
GSM/DECT connectivity:	6/6 DEC
Power supply:	Transformer 100–240 V AC/14 V DC
Expansion microphones:	modular 4/4
Auxiliary:	modular 4/4 for wireless headset

TECHNICAL SPECIFICATIONS

Environment

Temperature:	5°–40°C
Relative humidity:	20-80% condensation free
Recommended acoustic conditions:	
	Reverberation period: 0.5 S Rt 60
	Background noise: 45 dBA

Approvals

Telecommunication:	TBR21, 47 CFR Part 68/TIA, IC CS-03 Issue 1999/01/01
EMC:	EN301 489-1,3. EN 300 220-1,2, FCC subparts B and C
Electrical safety:	UL 60950-1, EN 60950-1:2001

SERVICE AND GUARANTEE

If anything is wrong with your Konftel unit, please contact the place of purchase.

Guarantee

We give a two-year guarantee on our conference telephones.

Service

Service is offered after the expiration of the guarantee. Please contact your retailer and ask for a cost estimate.

Konftel support

If you have any questions about the guarantee and service, please contact your Konftel support centre

Europe: +46(0)90-706 489 (Monday–Friday 8.00–17.00 GMT+1)

E-mail: rma@konftel.com

USA and Canada:

+1 866-606-4728 (Monday–Friday 08.00–17.00 GMT-8)

E-mail: konftel.usa@konftel.com

Konftel is a leading company within loudspeaker communication and audio technology. We develop and sell products and technology for telephone conferences based on cutting-edge expertise within acoustics and digital signal processing. A key attribute of our products is that all the conference telephones have built-in, high-quality audio technology – OmniSound® providing crystal-clear sound. Read more about Konftel and our products on **www.konftel.com**.

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